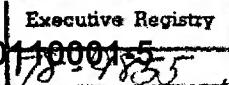
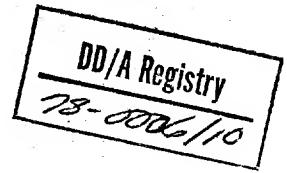


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WASHINGTON

August 8, 1978



MEMORANDUM FOR

ALL CABINET MEMBERS

DD/A Registry

No. Shavel-4

DA QA/QC:  
01/08/01. SY

The President would like Cabinet Members  
to be mindful of the enclosed instructions.

*Zbigniew Brzezinski*

Zbigniew Brzezinski

Attachments

Approved For Release 2001/03/04 : CIA-RDP81-00142R000700110001-5

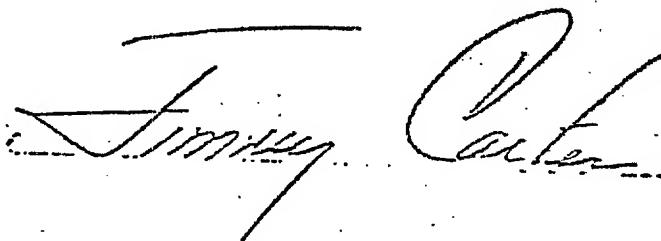
THE WHITE HOUSE

Approved For Release 2001/03/04 : CIA-RDP81-00142R000700110001-5

November 3, 1977

MEMORANDUM FOR CABINET MEMBERS, WHITE HOUSE ASSISTANTS  
AND SPECIAL ASSISTANTS

All foreign policy statements destined for public consumption should be cleared with the NSC prior to delivery or release. The NSC should coordinate with the Secretary of State such clearance procedures.



00360

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WASHINGTON

Approved For Release 2001/03/04 : CIA-RDP81-00142R000700110001-5

December 27, 1977

## MEMORANDUM FOR THE HEADS OF

## EXECUTIVE DEPARTMENTS AND AGENCIES

Travel abroad by senior officials of the Federal Government is an important part of the Administration's conduct of foreign policy. To insure that such travel is planned and timed in the best interests of our overall foreign policy, I have asked the Department of State to establish a set of procedures for coordinating travel plans by senior Administration officials (to include Assistant Secretary level and above or the equivalent). When you or senior members of your Department or Agency are contemplating a trip abroad, you should notify the Executive Secretariat of the Department of State at least 10 working days before your trip. Before confirming your travel plans with foreign government representatives, you should tell the Executive Secretariat about the purpose of your trip and the expected date of departure. The Department of State will review the travel plans and, if necessary, will suggest modifications. The Department will keep the Assistant to the President for National Security Affairs informed of travel plans and will consult with the National Security Council in making these decisions. After the trip is cleared, the Department of State will be happy to provide briefings or other sorts of help you may desire.

If you hear no reply from the National Security Council or State Department, or if there are unwarranted delays in their response, you should go ahead with your plans.

Instructions for reporting foreign travel will be provided separately by the Department of State.



00440

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SENDER WILL CHECK CLIA - CIA RPT OF AND B6718M

UNCLASSIFIED CONFIDENTIAL SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	8/10	MDK
2			
3	Mr. Blake	13 AUG 1976	J
4	SSA / DDA	(1 Aug)	John
5	Mr. Malanick	14 AUG 1978	M
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

STATINTL

Remarks:

[REDACTED] says no action  
is necessary. Standing instruc-  
tions cover these points.  
SBJ

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

Acting Executive Officer/DDA

UNCLASSIFIED

CONFIDENTIAL

SEC.

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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

This is a reissuance of earlier instructions all of which are being complied with.

STATINTL

Executive Secretary

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